



United States Department of the Interior

FISH AND WILDLIFE SERVICE

Washington, D.C. 20240



DIRECTOR'S ORDER NO. 119

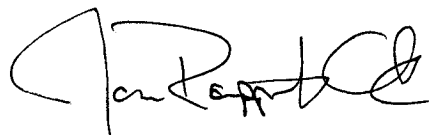
Subject: Employee Recognition and Incentives Program

Sec. 1 What is the purpose of this Order? This Order establishes U.S. Fish and Wildlife Service policy with respect to the Employee Recognition and Incentives Program pending a revision of 224 FW 7, Monetary Awards.

Sec. 2 What is the scope of this order? This policy applies to all monetary awards and is applicable throughout the Service.

Sec. 3 Who has the authority to approve monetary awards? An employee's second-level supervisor has the authority to approve On-the-Spot awards, monetary awards with a net amount ranging between \$50 and \$500. Special Thanks for Achieving Results Awards up to, and including, \$2,500, may be approved by either Regional Directors; Assistant Directors; Director, National Conservation and Training Center; Chief, Office of Law Enforcement; and Chief, Office of Diversity and Civil Rights. Any single monetary award which exceeds \$2,500 must be approved by the Director. In addition, when multiple monetary awards are presented to an employee during an evaluation year, any award that brings the total amount received by the employee during the rating period above \$2,500 must be approved by the Director.

Sec. 4 When is this Order effective? This Order is effective immediately. We will incorporate its contents into the Fish and Wildlife Service Manual in 224 FW. This Order will expire on December 31, 2000, unless it is amended, superseded, or revoked.



DIRECTOR

Date: DEC 02 1999